

## SMALL COMMERCIAL and MULTIFAMILY BUILDING PERMITS

\_\_\_\_\_ **Minor Project:** Additions or structures up to and including 1,000 gross square feet and one story—such as a pool/spa, canopies, porticos, retaining walls, bulkheads, mechanical equipment screening, fences over 8 feet, kiosks, ramps, trams, flagpoles, etc. Includes clearing & grading, Land Use Exemption (Minor), and/or demolition work when appropriate. **(BW)**

\_\_\_\_\_ **Tenant Improvement:** Changes to the interior of a new or existing building. Includes a Land Use Exemption (Minor) when appropriate. (Some projects may qualify for a quick review, see sheet #49 for more information). **(BZ)**

\_\_\_\_\_ **Tenant Improvement (New Use):** Initial build out of a new tenant space or change of use of an existing tenant space. Includes a Land Use Exemption (Minor) when appropriate. **(BY)**

\_\_\_\_\_ **Demolition:** Demolition of the whole or part of any permanent structure, including a single-family house, multifamily or commercial structure, garage, or storage shed. Includes clearing & grading if the foundation is being removed. Not required if the structure to be demolished is currently exempt from the requirement for a building permit under *Bellevue City Code* 23.10.020. **(BE)**

\_\_\_\_\_ **Portable Building Foundation:** Commercial construction of a foundation support for a pre-manufactured building. **(BQ)**

Site Address: _____		Date: _____
<b>FOR OFFICE USE ONLY:</b> This section to be completed prior to application submittal by the planner in the Permit Center.		
Planner: _____  <input type="checkbox"/> Include clearing & grading work in this permit (Over 1,000 square feet of clearing; over 50 cubic yards of grading; over 2,000 square feet of new, replaced, or new plus replaced impervious surface; work in a Critical Area; or foundation removal)	<b>Type of Critical Area:</b> <input type="checkbox"/> Geologic Hazard <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Flood Hazard <input type="checkbox"/> Habitat <input type="checkbox"/> Critical Areas offsite within 100 feet <input type="checkbox"/> Shoreline	<b>Check below if applicable:</b> <input type="checkbox"/> Substantial Development <input type="checkbox"/> Shoreline Exemption with SEPA <input type="checkbox"/> Shoreline Exemption without SEPA
Comments: _____		

**APPLICATION DOCUMENTS:** Submit the document copies specified for your application type.

Initial for waiver by City of Bellevue Planner	Minor Project	Tenant Improvement	Demo	Portable Building Foundation
This Chart	1	1	1	1
Building Permit Application	1	1	1	1
Site Plan A	3	Footnote A	3	3
Utility Abandonment Form			1	
Routing Checklist		1		

Initial for waiver by City of Bellevue Planner		Minor Project	Tenant Improvement	Demo	Portable Building Foundation
	Application Checklist	1	1		
	Value of Improvements	1	1		
	Architectural Plan	3	3		3
	Structural Plan	3	3		
	Structural Calculations	1	1		
	Energy Code Sheet/Envelope Summary	2	Footnote B		
	Geotechnical Report	Footnote C			
	Final Landscape Plan		Footnote C		
	Environmental Checklist		Footnote D		
	Construction Stormwater Pollution Prevention Plan (CSWPPP)	3 (See Footnote F)		3 (See Footnote F)	
	Color Samples & Building Materials	Kiosk, canopy, awning, etc.	Footnote E		
	Manufactured Home Installer Certificate				1
	Other Requirements	<b>Right of Way Use Permit: No construction materials may be stored in the right of way. Contact the right of way representative in Development Services for permitted uses (425-452-6800). <u>King County Sewer Use Certifications:</u> Required if adding plumbing fixtures (Tenant Improvement only).</b>		State inspection label must be affixed to mobile structure for field verification.	
	Fees	Permit Processing provides current fee information (425-452-4898). <b>Fees are due at submittal;</b> additional fees are due at issuance and may be due in monthly billings.			

### Footnotes

- <sup>A</sup> If project is in a Design District, submit **3 copies**. For tenant improvements, 3 full floor plans with location of tenant space & exiting systems and 3 floor plans of the proposed space; elevations required only if exterior improvements are proposed.
- <sup>B</sup> Energy Code required if exterior work, like adding windows, is being done.
- <sup>C</sup> If a Geotechnical Report or Landscape Plan is required, submit **2 copies**.
- <sup>D</sup> Environmental review may be required for remodeling which involves increasing parking by 20 or more stalls.
- <sup>E</sup> If Color Samples and/or Building Materials are required, submit **1 set**.
- <sup>F</sup> If clearing & grading work is included in the building permit, a CSWPPP must be submitted with the application. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small Construction Projects may be submitted.

### Please Note:

The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to Critical Areas (streams and stream buffers, wetlands, floodplains, and geologic hazard areas), additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services(425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711.